

DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY MATERIEL DEVELOPMENT AND READINESS COMMAND  
5001 Eisenhower Ave., Alexandria, VA 22333

DARCOM REGULATION  
No. 5-4

1 December 1983

Management

CENTRAL PROCUREMENT WORKLOADING REPORT  
(REQUIREMENTS CONTROL SYMBOL (RCS) DRCPP-127)

Issue of further supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by the Commander, DARCOM, ATTN: DRCPP.

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1. Purpose. This regulation establishes responsibilities and provides instructions for preparing and processing the Central Procurement Workloading Report (RCS DRCPP-127).

2. Scope. This regulation applies to Headquarters, US Army Materiel Development and Readiness Command (DARCOM); DARCOM major subordinate commands (including subordinate installations and activities); Natick Research and Development Laboratories; and Sacramento Army Depot which is specifically authorized a central procurement mission in support of the Television Audio Support Agency.

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\*This regulation supersedes DARCOM-R 5-4, 9 June 1981.

3. General. The Central Procurement Workloading Report consists of three parts and is established to provide data for overall management of central procurement activities for procurement operations and contract administration. It is also basic to management of Operation and Maintenance, Army (OMA) Program Element (PE) 721113, PE Activity Accounts (PEAA) activities which are directly chargeable to, or reimbursed from, OMA PE 721113, PEAA .10000 and .20000.

4. Responsibilities. a. The Director of Procurement and Production, Headquarters, DARCOM, is responsible for the overall management of the report and the data reported.

b. Commanders of reporting activities are responsible for compliance with reporting requirements established by this regulation. Reports, or correspondence relative to the reports, should be addressed to the Commander, DARCOM, ATTN: DRCPP-SO.

c. Commanders of subordinate elements of the major subordinate commands will forward reports to their respective headquarters.

d. The commander of each DARCOM major subordinate command will prepare a consolidated report to include reports of subordinate elements.

5. Procedures. a. Activities not using the computer output of the Commodity Command Standard System (CCSS) will use **DARCOM Form 2118-R**, (Central Procurement Workloading Report), Parts I, II, and III. DARCOM Form 2118-R (consisting of six pages) is authorized for local reproduction on 8-1/2 by 11-inch paper. The "as of" date of the data reported will be the last calendar day of each month. The consolidated reports will be dispatched, in duplicate, to reach Headquarters, DARCOM (DRCPP-SO), by the 20th day of the following month. A single information copy of each feeder report from subordinate elements will be attached to reports submitted by the commanders of the major subordinate commands.

b. Activities using the computer output of the CCSS will submit reports in accordance with **appendix B** of this regulation.

## Appendix A

INSTRUCTIONS FOR COMPLETING THE CENTRAL PROCUREMENT WORKLOADING REPORT  
(DARCOM FORM 2118-R) (RCS DRCPP-127)

## PART I--PROCUREMENT OPERATIONS (fig 1)

1. Section A -Procurement Actions and Procurement Work Directives (PWD Award.

a. Line 1, Number Procurement Actions Cur Mo (10,000 and less). Enter in line 1, column i, the total number and type of procurement actions reportable under section A, DD Form 1057 (Monthly Procurement Summary of Actions \$25,000 and less). The total number of procurement actions in column li shall be the number reportable as central procurement in section A, line 7, DD Form 1057. Procurement actions not reportable under section A, DD Form 1057, shall be reported under part I, section B or C (DAR, sec 21, pt 2).

b. Line 2, Cumulative of Line 1 FY. Enter in line 2, column i, the cumulative number of procurement actions awarded during the fiscal year.

c. Line 3, Number PWDs Cur Mo (\$10,000 and less). Enter in line 3, columns a through h, by method of procurement, the number of PWDs awarded or completed for the procurement actions reported in lines 1, 13, and 16. Enter in column 3i the total number of PWDs awarded.

d. Line 4, Number Procurement Actions Cur Mo (Over \$10,000 to \$25,000). Enter in line 4, column i, the number and type of procurement actions reportable under section A, DD Form 1057 as in paragraph a above.

e. Line 5, Cumulative of Line 4 FY. Enter in line 5, column i, the cumulative number of procurement actions awarded during the fiscal year.

f. Line 6, Number PWDs Cur Mo (Over \$10,000 to \$25,000). Enter in line 6, columns a through h, by method of procurement, the number of PWDs awarded for the procurement actions reported in lines 4, 13, and 16. Enter in column 6I the total number of PWDs awarded.

g. Line 7, Number Procurement Actions Cur Mo (\$25,001 to \$99,999). Enter in line 7, column i, the number and type of procurement actions reportable by a DD Form 350 (Individual Procurement Action Report), excluding DD Forms 350 reversing correction actions, for central procurement submitted during the reported period.

h. Line 8, Cumulative of Line 7 FY. Enter in line 8, column i, the cumulative number of procurement actions awarded during the fiscal year.

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i. Line 9, Number PWDs Cur Mo (\$25,001 to \$99,999). Enter in line 9, columns a through h, by method of procurement, the number of PWDs awarded for the procurement actions reported in line 7. Enter in column 9i the total number of PWDs awarded.

j. Line 10, Number Procurement Actions Cur Mo (\$100,000 to \$999,999). Enter in line 10, column i, the number and type of procurement actions reportable by a DD Form 350, excluding DD Form 350 reversing correction actions, for central procurement submitted during the reported period.

k. Line 11, Cumulative of Line 10 FY. Enter in line 11, column i, the cumulative number of procurement actions awarded during the fiscal year.

l. Line 12, Number PWDs Cur Mo (\$100,000 to \$999,999). Enter in line 12, columns a through h, by method of procurement, the number of PWDs awarded for the procurement actions reported in line 10. Enter in column 12i the total number of PWDs awarded.

m. Line 13, Number Procurement Actions Cur Mo (\$1,000,000 and Over). Enter in line 13, column i, the number and type of procurement actions reportable by a DD Form 350, excluding DD Forms 350 reversing correction actions, for central procurement submitted during the reported period,

n. Line 14, Cumulative of Line 13 FY. Enter in line 14, column i, the cumulative number of procurement actions awarded during the fiscal year.

o. Line 15, Number PWDs Cur Mo (\$1,000,000 and Over). Enter in line 15, columns a through h, by method of procurement, the number of PWDs awarded for the procurement actions reported in line 13. Enter in column 15i the total number of PWDs awarded.

2. Section B- Award \$25,000 and Less (Exclusions Under Section A). a. Line 16, Number Procurement Actions Cur Mo. Enter in line 16i the number and type of procurement actions not reportable under section A of this report. These type procurement actions are defined as exclusions to the DD Form 1057 in DAR, section 21, part 2.

b. Line 17, Cumulative of Line 16 FY. Enter in line 17, column i, the cumulative number of procurement actions awarded during the fiscal year.

3. Section C -No Cost. a. Line 18, Number Procurement Actions Cur Mo. Enter in line 18, column i, the total number of procurement actions awarded or issued.

b. Line 19, Cumulative of Line 18 FY. Enter in line 19, column i, the cumulative number of procurement actions awarded or issued during the fiscal year.

## Appendix A--Continued

4. Section D - PWD Receipt. a. Line 20, Number PWDs Received and Administrative Leadtime (ALT) (\$10,000 and Less). Enter in line 20, columns a and b, funded or unfunded, the number of PWDs received. Enter in column 20c the total number of funded or unfunded PWDs received. Enter in column 20d the average ALT calendar days to the PWDs received.

b. Line 21, Number PWDs Received and ALT (Over \$10,000 to \$25,000). Enter in line 21, columns a and b, funded or unfunded, the number of PWDs received. Enter in column 21c the total number of funded or unfunded PWDs received. Enter in column 21d the average calendar days to the PWDs received.

c. Line 22, Number PWDs Received and ALT (\$25,001 to \$99,999). Enter in line 22, columns a and b, funded or unfunded, the number of PWDs received. Enter in column 22c the total number of funded or unfunded PWDs received. Enter in column 22d the average ALT calendar days to the PWDs received.

d. Line 23, Number PWDs Received and ALT (\$100,000 to \$999,999). Enter in line 23, columns a and b, funded or unfunded, the number of PWDs received. Enter in column 23c the total number of funded or unfunded PWDs received. Enter in column 23d the average ALT calendar days to the PWDs received.

e. Line 24, Number PWDs Received and ALT (\$1,000,000 and Over). Enter in line 24, columns a and b, funded or unfunded, the number of PWDs received. Enter in column 24c the total number of funded or unfunded PWDs received. Enter in column 24d the average ALT calendar days to the PWDs received.

5. Section E -PWD Cancellation. a. Line 25, Number, Funded (PWD Cancellation(10,000 and less)). Enter in line 25, columns a through h, by method of procurement, the number of funded PWDs cancelled to include no cost PWDs. Enter in column 25i the total of columns 25a through 25h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 25i only.

b. Line 26, Number, Unfunded (PWD Cancellation (\$10,000 and Less)). Enter in line 26, columns a through h, by method of procurement, the number of unfunded PWDs cancelled to include no cost PWDs. Enter in column 26i the total of columns 26a through 26h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 26i only.

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c. Line 27, Number, Funded (PWD Cancellation (Over \$10,000 to \$25,000)). Enter in line 27, columns a through h, by method of procurement, the number of funded PWDs cancelled to include no cost PWDs. Enter in column 27i the total of columns 27a through 27h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 27i only.

d. Line 28, Number, Unfunded (PWD Cancellation (Over \$10,000 to \$25,000)). Enter in line 28, columns a through h, by method of procurement, the number of unfunded PWDs cancelled to include no cost PWDs. Enter in column 28i the total of columns 28a through 28h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 28i only.

e. Line 29, Number, Funded (PWD Cancellation (\$25,001 to \$99,999)). Enter in line 29, columns a through h, by method of procurement the number of funded PWDs cancelled. Enter in column 29i the total of columns 29a through 29h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 29i only.

f. Line 30, Number Unfunded (PWD Cancellation (\$25,001 to \$99,999)). Enter in line 30, columns a through h, by method of procurement, the number of unfunded PWDs cancelled. Enter in column 30i the total of columns 30a through 30h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 30i only.

g. Line 31, Number, Funded (PWD Cancellation (\$100,000 to \$999,999)). Enter in line 31, columns a through h, by method of procurement, the number of funded PWDs cancelled. Enter in column 31i the total of columns 31a through 31h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 31i only.

h. Line 32, Number, Unfunded (PWD Cancellation (\$100,000 to \$999,999)). Enter in line 32, columns a through h, by method of procurement, the number of unfunded PWDs cancelled. Enter in column 32i the total of columns 32a through 32h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 32i only.

i. Line 33, Number, Funded (PWD Cancellation (\$1,000,000 and Over)). Enter in line 33, columns a through h, by method of procurement, the number of funded PWDs cancelled. Enter in column 33i the total of columns 33a through 33h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 33i only.

## Appendix A--Continued

j. Line 34, Number, Unfunded (PWD Cancellation (\$1,000,000 and Over)). Enter in line 34, columns a through h, by method of procurement, the number of unfunded PWDs cancelled. Enter in column 34i the total of columns 34a through 34h. If the PWD is cancelled prior to determining the method of procurement, the number of PWDs in this category that are cancelled shall be included in column 34i only.

6. Section F- PWD Transfer. a. Line 35, Number to Other DARCOM Procurement Elements. Enter in line 35, columns a and b, by dollar value, the number of PWDs transferred to other DARCOM procurement elements. Enter in column 35c the total of columns 35a and 35b.

b. Line 36, Number to Other DARCOM or non-DARCOM Elements. Enter in line 36, columns a and b, by dollar value, the number of PWDs transferred to other DARCOM or non-DARCOM elements. Other DARCOM elements include those PWDs transferred wherein it has been determined that the requirement can be obtained from sources within DARCOM other than by commercial contract. For example, if Procurement and Production (P&P) receives a PIID that subsequently is determined to be more feasible to obtain the requirement from one of its arsenals, then the PWD shall be reported as a transfer action under this line. Enter in column 36c the total of columns 36a and 36b.

7. Section G- PWD In-Process by Age Grouping. a. Line 37, Number - 0-30 Days. Enter in line 37, columns a, b, c, d, and e, by dollar value, the number of PWDs in process that are aged under 30 calendar days from date of receipt. No cost PWDs shall be reported in column a. Enter in column 37f the total number of PWDs in process aged under 30 calendar days. (The figure in column 37f will be considered the workload on hand at the end of the month.)

b. Line 38, Number - 31-60 Days. Enter in line 38, columns a, b, c, d, and e, by dollar value, the number of PWDs in process that are aged 31 to 60 calendar days from date of receipt. No cost PWDs shall be reported in column a. Enter in column 38f the total number of PWDs in process aged 31-60 calendar days. (The figure in column 38f will be considered the workload on hand at the end of the month.)

c. Line 39, Number - 61-90 Days. Enter in line 39, columns a, b, c, d, and e, by dollar value, the number of PWDs in process that are aged 61-90 calendar days from date of receipt. No cost PWDs shall be reported in column a. Enter in column 39f the total number of PWDs in process aged 61-90 calendar days. (The figure in column 39f will be considered the workload on hand at the end of the month.)

d. Line 40, Number - 91-120 Days. Enter in line 40, columns a, b, c, d, and e by dollar value, the number of PWDs in process that are aged 91-120 calendar days from date of receipt. No cost PWDs shall be reported in column a.

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Enter in column 40f the total number of PWDs in process aged 91-120 calendar days. (The figure in column 40f will be considered the workload on hand at the end of the month.)

e. Line 41, Number - 121-150 Days. Enter in line 41, columns a, b, c, d, and e by dollar value, the number of PWDs in process that are aged 121-150 calendar days from date of receipt. No cost PWDs shall be reported in column a. Enter in column 41f the total number of PWDs in process aged 121-150 calendar days. (The figure in column 41f will be considered the workload on hand at the end of the month.)

f. Line 42, Number - 151-180 Days. Enter in line 42, columns a, b, c, d, and e by dollar value, the number of PWDs in process that are aged 151-180 calendar days from date of receipt. No cost PWDs shall be reported in column a. Enter in column 42f the total number of PWDs in process aged 151-180 calendar days. (The figure in column 42f will be considered the workload on hand at the end of the month.)

g. Line 43, Number - Over 180 Days. Enter in line 43, columns a, b, c, d, and e by dollar value, the number of PWDs in process that are aged over 180 calendar days from date of receipt. No cost PWDs shall be reported in column a. Enter in column 43f the total number of PWDs in process aged over 180 calendar days. (The figure in column 43f will be considered the workload on hand at the end of the month.)

8. Section H- Dollar Value of Procurement Actions by Source of Funds. Lines 44 through 52, Type of Funds. Enter in the applicable line, by the designated appropriation, the dollar value of net obligations for only those central procurement actions reportable under sections A and B of this report. Enter in line 53, the total of lines 44 through 52. Report data for the current month and cumulative for the fiscal year commencing 1 October.

9. Section I - Administrative and Procurement Leadtime (ALT & PALT). a. Line 54, Average Number PALT Calendar Days to Lines 3 and 6, Section A (\$25,000 and Less). Enter in line 54, columns c and d, by method of procurement, the average number of PALT calendar days expended for the reported number of PWDs awarded in lines 3 and 6, section A. Enter in column 54i the average total number of PALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total PALT days used of 100,000 = 200 average total).

b. Line 55, Average Number ALT Calendar Days to Lines 3 and 6, Section A. Enter in line 55, columns c and d, by method of procurement, the average number of ALT calendar days expended for the reported number of PWDs awarded in lines 3 and 6, section A. Enter in column 55i the average number of ALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total ALT days used of 100,000 = 200 average total).



## Appendix A--Continued

c. Line 56, Number PWDs Awarded Over Standards. Enter in line 56, columns c and d, by method of procurement, the number of PWDs awarded after the calendar day designated standard. Enter in column 56i, the total of columns 56c and d.

d. Line 57, Three Predominant Reasons Breakout of Line 56, Column i, For Exceeding Standard (Codes: see app D). Enter in line 57, the three predominant reason codes applicable to the total number of PWDs awarded in line 56, column i, indicating the principal causes for exceeding the calendar day standards designated for the breakout of the different methods of procurement.

e. Line 58, Average Number PALT Calendar Days to Lines 9, 12, and 15, Section A (Over \$25,000). Enter in line 58, columns a, c, and d, by-method of procurement, the average number of PALT calendar days expended for the number of PWDs completed in lines 9, 12, and 15, section A. Enter in column 58i the average total number of PALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total PALT days used of 100,000 = 200 average total).

f. Line 59, Average Number ALT Calendar Days to Lines 9, 12, and 15, Section A. Enter in line 59, columns a, c, and d, by method of procurement, the average number of ALT calendar days expended for the reported number of PWDs awarded in lines 9, 12, and 15, section A. Enter in column 59i the average number of ALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total ALT days used of 100,000 = 200 average total).

g. Line 60, Number PWDs Awarded Over Standards. Enter in line 60, columns a, c, and d, by method of procurement, the number of PWDs awarded after the calendar day designated standard. Enter in column 60i, the total of columns 60a, c, and d.

h. Line 61, Three Predominant Reasons Breakout of Line 60, Column i, For Exceeding Standard (Codes: see app D). Enter in line 61, the three predominant reason codes applicable to the total number of PWDs awarded in line 60, column i, indicating the principal causes for exceeding the calendar day standards designated for the breakout of the different methods of procurement.

10. Section J - ALT & PALT Awards (Secondary Items). a. Line 62, Number of PWDs Awarded (\$25,000 and Less). Enter in line 62, columns c and d, by method of procurement, the number of PWDs awarded for secondary items. Enter in column 62i the total number of PWDs awarded.

b. Line 63, Average Number PALT Calendar Days to Line 62. Enter in line 63, columns c and d, by method of procurement, the average number of PALT calendar days expended for the number of PWDs awarded in line 62. Enter in column 63i the average total number of PALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total PALT days used of 100,000 = 200 average total).

Appendix A--Continued

c. Line 64, Average Number ALT Calendar Days to Line 62. Enter in line 64, columns c and d, by method of procurement, the average number of ALT calendar days expended for the number of PWDs awarded in line 62. Enter in column 64i the average total number of ALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total ALT days used of 100,000 = 200 average total).

d. Line 65, Number PWDs Awarded Over Standards. Enter in line 65, columns c and d, by method of procurement, the number of PWDs awarded for secondary items after the calendar day designated standard. Enter in column 65i the total of columns 65c and d.

e. Line 66, Three Predominant Reasons Breakout of Line 65, Column i, For Exceeding Standard (Codes: see app D). Enter in line 66, the three predominant reason codes applicable to the total number of PWDs awarded in line 65, column i, indicating the principal causes for exceeding the calendar day standards designated for the breakout of the different methods of procurement.

f. Line 67, Number PWDs Awarded (Over \$25,000). Enter in line 67, columns a, c, and d, by method of procurement, the number of PWDs awarded for secondary items. Enter in column 67i the total number of PWDs awarded.

g. Line 68, Average Number PALT Calendar Days to Line 67. Enter in line 68, columns a, c, and d, by method of procurement, the average number of PALT calendar days expended for the number of PWDs awarded in line 67. Enter in column 68i, the average total number of PALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total PALT days used of 100,000 = 200 average total).

h. Line 69, Average Number ALT Calendar Days to Line 67. Enter in line 69, columns a, c, and d, by method of procurement, the average number of ALT calendar days expended for the number of PWDs awarded in line 67. Enter in column 69i the average total number of ALT calendar days expended for the reported number of PWDs (e.g., for 500 PWDs with total ALT days used of 100,000 = 200 average total).

i. Line 70, Number PWDs Awarded Over PALT Standards. Enter in line 70, columns a, c, and d, by method of procurement, the number of PWDs awarded for secondary items after the calendar day designated standard. Enter in column 70i the total of columns 70a, c, and d.

j. Line 71, Three Predominant Reasons Breakout of Line 70, Column i, For Exceeding Standard (Codes: see app D). Enter in line 71, the three predominant reason codes applicable to the total number of PWDs awarded in line 70, column i, indicating the principal causes for exceeding the calendar day standards designated for the breakout of the different methods of procurement.

## Appendix A--Continued

## PART II--CONTRACT ADMINISTRATION (fig 1)

General. For counting procurement actions in part II (columns a, b, c, and d), On Hand (lines 1, 2, 4, and 5) and Number (lines 3 and 6), each applicable action will count as one regardless of the number of persons whose effort is used on that one procurement action. (See detailed instructions under the individual line items.)

1. Section A- Production. a. Line 1, On Hand, ACO. Enter in line 1, columns a through d, the total number of undelivered Purchase Orders, Delivery Orders, Orders under Basic Ordering Agreement, and Contracts On Hand at the "as of" date of the report, for which production action has been assigned to an administrative contracting officer (ACO) other than the reporting activity.

b. Line 2, On Hand, PCO. Enter in line 2, columns a through d, the total number of undelivered Purchase Orders, Delivery Orders, Orders under BOA, and Contracts On Hand at the "as of" date of the report, which require production action by the procuring contracting officer (PCO) of the reporting activity. Included in this line are those aforementioned procurement actions applicable to ACO responsibility under the Army Plant Cognizant Activity. To prevent duplication of reporting, for Army procurement actions under plant cognizant activity, the count shall include the number of procurement actions at the plant with the same procurement actions EXCLUDED from the count of the procuring activity. Government owned-Government-operated (GOGO), in-house orders, which require production action by the PCO of the reporting activity, shall be included in column 2d.

c. Line 3, Number, PCO. Enter in line 3, columns a through d, the total Purchase Orders, Delivery Orders, Orders under BOA, and Contracts upon which production action was taken during the reporting period by the PCO of the reporting activity. Included in this line are those aforementioned procurement actions upon which production actions were taken by an ACO acting under the Army Plant Cognizant Activity. To prevent duplication of reporting, for Army procurement actions under plant cognizant activity, the count shall include the number of procurement actions in which production actions were taken at the plant, with the same procurement actions EXCLUDED from the count of the procuring activity in which production action may also have been taken. GOGO in-house orders, upon which production was taken by the PCO of the reporting activity, shall be included in column 3d.

2. Section B - Contract Management. a. Line 4, On Hand, ACO. Enter in line 4, columns a through d, the total number of Purchase Orders, Delivery Orders, Orders under BOA, and Contracts on hand at the "as of" date of the report, for which management action has been assigned to an ACO other than the reporting activity.

## Appendix A--Continued

b. Line 5, On Hand, PCO. Enter in line 5, columns a through d, the total number of Purchase Orders, Delivery Orders, Orders under BOA, and Contracts On Hand at the "as of" date of the report, which require management action by the PCO of the reporting activity. Included in this line are those aforementioned procurement actions applicable to ACO responsibility under the Army Plant Cognizant Activity. To prevent duplication of reporting, for Army procurement actions under plant cognizant activity, the count shall include the number of procurement actions at the plant, with the same procurement actions EXCLUDED from the count of the procuring activity. To further prevent duplication of reporting, for those procurement actions having a contracting officer's delegated representative, the count shall be reported by the PCO only and not his or her representative. GOGO in-house orders, which require management actions by the PCO of the reporting activity, shall be included in column 5d.

c. Line 6, Number PCO. Enter in line 6, columns a through d, the total number of Purchase Orders, Delivery Orders, Orders under BOA, and Contracts upon which management action was taken during the reporting period by the PCO of the reporting activity. Included in this line are those aforementioned procurement actions upon which management actions were taken by an ACO acting under the Army Plant Cognizant Activity. To prevent duplication of reporting, for Army procurement actions under plant cognizant activity, the count shall include the number of procurement actions upon which management actions were taken at the plant, with the same procurement actions EXCLUDED from the count of the procuring activity in which management action may also have been taken. To further prevent the duplication of reporting, for those procurement actions having a contracting officer's delegated representative, the count shall be reported by the PCO only and not his or her representative. GOGO in-house orders, upon which management action was taken by the PCO of the reporting activity, shall be included in column 6d.

PART III--PROCUREMENT PERSONNEL MONTHLY UTILIZATION  
(PRODUCTIVE AND NONPRODUCTIVE TIME) (fig 1)

1. Section A -Procurement Operations. a. Line 1, Civilian (Non-AIF (Army Industrial Fund)). Enter in line 1, columns a and b, the total civilian man-months charged directly to PE 721113 for procurement operations and overall management. Functions related to these activities are defined in AR 37-100-FY for AMS Code PE 721113.10000 for procurement operations and PE 721113.100009 for overall management. Enter in column 1c the total man-months used for the reported period.

b. Line 2, Civilian (AIF). Enter in line 2, columns a and b, the total AIF civilian man-months, both mission and direct overhead, charged to PE 721113 for procurement operations and overall management (excludes man-months applicable to general and administrative (G&A) costs). Functions related to these activities are defined in AR 37-100-FY for AMS Code PE 721113.100001 for procurement operations and PE 721113.100002 for overall management. Enter in column 2c the total man-months used for the reported period.

## Appendix A--Continued

c. Line 3, Military (Non-AIF). Enter in line 3, columns a and b, the total military man-months used to perform associated functions to line 1 in procurement operations and overall management. Enter in column 3c the total man-months used for the reported period.

d. Line 4, Military (AIF). Enter in line 4, columns a and b, the total military man-months used to perform associated functions to line 2 in procurement operations and overall management. Enter in column 4c the total man-months used for the reported period.

e. Line 5, Civilian Non-AIF (Intern Program). Enter in line 5, columns a and b, the total civilian man-months used under the Intern Program to perform associated functions to line 1 in procurement operations and overall management. Enter in column 5c the total man-months used for the reported period.

f. Line 6, Civilian AIF (Intern Program). Enter in line 6, columns a and b, the total civilian man-months used under the Intern Program to perform associated functions to line 2 in procurement operations and overall management. Enter in column 6c the total man-months used for the reported period.

2. Section B- Contract Administration. a. Line 7, Civilian (Non-AIF). Enter in line 7, columns a through c, the total civilian man-months charged directly to PE 721113 for production, contract management, and overall management. Functions related to these activities are defined in AR 17-100-FY for AMS Code PE 721113. 200001 for production, PE 721113.200002 for contract management, and PE 721113. 200003 for overall management. Enter in column 7d the total man-months used for the reported period.

b. Line 8, Civilian (AIF). Enter in line 8, columns a through c, the total AIF civilian man-months, both mission and direct overhead, charged to PE 721113 for production, contract management, and overall management (excludes man-months applicable to general and administrative (G&A) costs). Functions related to these activities are defined in AR 37-100-FY for AMS Code PE 721113.200001 for production, PE 721113.200002 for contract management, and PE 721113.200003 for overall management. Enter in column 8d the total man-months used for the reported period.

c. Line 9, Military (Non-AIF). Enter in line 9, columns a through c, the total military man-months used to perform associated functions to line 7 in production, contract management, and overall management. Enter in column 9d the total man-months used for the reported period.

d. Line 10, Military (AIF). Enter in line 10, columns a through c, the total military man-months used to perform associated functions to line 8 in production, contract management, and overall management. Enter in column 10d the total man-months used for the reported period.

Appendix A--Continued

e. Line 11, Civilian Non-AIF (Intern Program). Enter in line 11, columns a through c, the total civilian man-months used under the Intern Program to perform associated functions to line 7 in production, contract management, and overall management. Enter in column 11d the total man-months used for the reported period.

f. Line 12, Civilian AIF (Intern Program). Enter in line 12, columns a through c, the total civilian man-months used under the Intern Program to perform associated functions to line 8 in production, contract management, and overall management. Enter in column 12d the total man-months used for the reported period.

CENTRAL PROCUREMENT WORKLOADING REPORT (DARCOM-R 5-4)		AS OF DATE:		REQUIREMENT CONTROL SYMBOL DRCPP-127						
TO:		FROM (REPORTING ACTIVITY):								
<b>PART I - PROCUREMENT OPERATIONS</b>										
<b>SECTION A - PROCUREMENT ACTIONS AND PWD AWARD</b>										
		<sup>a</sup> CODE 1	<sup>b</sup> CODE 2	<sup>c</sup> CODE 3	<sup>d</sup> CODE 4	<sup>e</sup> CODE 5	<sup>f</sup> CODE 6	<sup>g</sup> CODE 7	<sup>h</sup> CODE D	<sup>i</sup> TOTAL 9
\$10,000 AND LESS										
1	NUMBER PROCUREMENT ACTIONS CUR MO	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
2	CUMULATIVE OF LINE 1 FY	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
3	NUMBER PWDs CUR MO									
OVER \$10,000 TO \$25,000										
4	NUMBER PROCUREMENT ACTIONS CUR MO	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
5	CUMULATIVE OF LINE 4 FY	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
6	NUMBER PWDs CUR MO									
\$25,001 TO \$99,999										
7	NUMBER PROCUREMENT ACTIONS CUR MO	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
8	CUMULATIVE OF LINE 7 FY	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
9	NUMBER PWDs CUR MO									
\$100,000 TO \$999,999										
10	NUMBER PROCUREMENT ACTIONS CUR MO	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
11	CUMULATIVE OF LINE 10 FY	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
12	NUMBER PWDs CUR MO									
\$1,000,000 AND OVER										
13	NUMBER PROCUREMENT ACTIONS CUR MO	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
14	CUMULATIVE OF LINE 13 FY	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
15	NUMBER PWDs CUR MO									
<b>SECTION B - AWARD \$25,000 AND LESS (EXCLUSIONS UNDER SECTION A)</b>										
16	NUMBER PROCUREMENT ACTIONS CUR MO	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
17	CUMULATIVE OF LINE 16 FY	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
<b>SECTION C - NO COST</b>										
18	NUMBER PROCUREMENT ACTIONS CUR MO	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	
19	CUMULATIVE OF LINE 18 FY	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	XXXX	

**REQUIREMENT CONTROL SYMBOL**  
**DRCPP-127**

**AS OF DATE:**

**CENTRAL PROCUREMENT WORKLOADING REPORT - Continued**  
**(DARCOM-R 5-4)**

SECTION D - PWD RECEIPT				
	a. NO FUNDED	b. NO UNFUNDED	c. TOTAL CUR MO	d. AVG ALT CAL D
20	\$10,000 AND LESS			
21	OVER \$10,000 TO \$25,000			
22	\$25,001 TO \$99,999			
23	\$100,000 TO \$999,999			
24	\$1,000,000 AND OVER			

## SECTION E - PWD CANCELLATION

[illegible]

**SECTION F - PWD TRANSFER**

	<sup>a</sup> \$25,000 AND LESS	<sup>b</sup> OVER \$25,000	<sup>c</sup> TOTAL CURRENT MONTH
35	NUMBER TO OTHER DARCOM PROC ELEMENTS		
36	NUMBER TO OTHER DARCOM OR NON-DARCOM ELEMENTS		

### METHOD OF PROCUREMENT CODES

- 1 – Formally Advertised
- 2 – Two-Step formally advertised
- 3 – Competitive negotiation
- 4 – Commercial sale source (includes universities and other non-profit institutions)
- 5 – Non-competitive negotiation from follow-on action after price competition design or technical competition
- 6 – Government-owned/contractor-operated plant; non-competitive negotiation
- 7 – Government-owned/contractor-operated plant; competitive negotiation
- D – Orders issued against indefinite delivery type contracts



CENTRAL PROCUREMENT WORKLOADING REPORT - Continued (DARCOM-R 5-4)				AS OF DATE:		REQUIREMENT CONTROL SYMBOL DRCP-127	
SECTION G - PWD IN-PROCESS BY AGE GROUPING							
	a \$10,000 AND LESS	b OVER \$10,000 TO \$25,000	c \$25,001 TO \$99,999	d OVER \$100,000 TO \$999,999	e \$1,000,000 AND OVER	f TOTAL	
37	NUMBER - 0-30 DAYS						
38	NUMBER - 31-60 DAYS						
39	NUMBER - 61-90 DAYS						
40	NUMBER - 91-120 DAYS						
41	NUMBER - 121-150 DAYS						
42	NUMBER - 151-180 DAYS						
43	NUMBER - OVER 180 DAYS						
SECTION H - DOLLAR VALUE OF PROCUREMENT ACTIONS BY SOURCE OF FUNDS							
	TYPE OF FUNDS			CURRENT MONTH		CUMULATIVE FY	
44	AIRCRAFT PROCUREMENT, ARMY (21 2031)						
45	MISSILE PROCUREMENT, ARMY (21 2032)						
46	PROCUREMENT OF WEAPONS & TRACKED COMBAT VEHICLES, ARMY (21 2033)						
47	PROCUREMENT OF AMMO, ARMY (21 2034)						
48	OTHER PROCUREMENT, ARMY (21 2035)						
49	RESEARCH, DEVELOPMENT, TEST AND EVALUATION, ARMY (21 2040)						
50	STOCK FUND, ARMY (21 4991)						
51	OPERATION AND MAINT, ARMY (21 2020)						
52	OTHER CUSTOMERS (ALL OTHER FUNDS EXCEPT LINES 38 THROUGH 45)						
53	TOTAL						
REMARKS FOR PART I:							

CENTRAL PROCUREMENT WORKLOADING REPORT - Continued (DARCOM-R 5-4)				AS OF DATE:		REQUIREMENT CONTROL SYMBOL DRCPP-127				
SECTION I - ADMINISTRATIVE AND PROCUREMENT LEADTIME (ALT & PALT)										
\$25,000 AND LESS										
54	AVERAGE NUMBER PALT CALENDAR DAYS TO LINE 3, 6, SECTION A	CODE 1	CODE 2	CODE 3	CODE 4	CODE 5	CODE 6	CODE 7	CODE 8	TOTAL
		XXXX	XXXX			XXXX	XXXX	XXXX	XXXX	
55	AVERAGE NUMBER ALT CALENDAR DAYS TO LINE 3, 6, SECTION A	XXXX	XXXX			XXXX	XXXX	XXXX	XXXX	
56	NUMBER PWDs AWARDED OVER STANDARD	XXXX	XXXX			XXXX	XXXX	XXXX	XXXX	
57	THREE PREDOMINANT REASONS BREAKOUT OF LINE 56, COL 1, FOR EXCEEDING STANDARD									
OVER \$25,000										
58	AVERAGE NUMBER PALT CALENDAR DAYS TO LINES 9, 12, 15, SECTION A		XXXX			XXXX	XXXX	XXXX	XXXX	
59	AVERAGE NUMBER ALT CALENDAR DAYS TO LINES 9, 12, 15, SECTION A		XXXX			XXXX	XXXX	XXXX	XXXX	
60	NUMBER PWDs AWARDED OVER STANDARD		XXXX			XXXX	XXXX	XXXX	XXXX	
61	THREE PREDOMINANT REASONS BREAKOUT OF LINE 60, COL 1, FOR EXCEEDING STANDARD									
SECTION J - ALT & PALT AWARDS (SECONDARY ITEMS)										
\$25,000 AND LESS										
62	NUMBER PWDs AWARDED	XXXX	XXXX			XXXX	XXXX	XXXX	XXXX	
63	AVERAGE NO. PALT CAL DAYS TO LINE 62	XXXX	XXXX			XXXX	XXXX	XXXX	XXXX	
64	AVERAGE NO. ALT CAL DAYS TO LINE 62	XXXX	XXXX			XXXX	XXXX	XXXX	XXXX	
65	NUMBER PWDs AWARDED OVER PALT STD	XXXX	XXXX			XXXX	XXXX	XXXX	XXXX	
66	THREE PREDOMINANT REASONS BREAKOUT OF LINE 65, COL 1, FOR EXCEEDING STANDARD									
OVER \$25,000										
67	NUMBER PWDs AWARDED		XXXX			XXXX	XXXX	XXXX	XXXX	
68	AVERAGE NO. PALT CAL DAYS TO LINE 67		XXXX			XXXX	XXXX	XXXX	XXXX	
69	AVERAGE NO. ALT CAL DAYS TO LINE 67		XXXX			XXXX	XXXX	XXXX	XXXX	
70	NUMBER PWDs AWARDED OVER PALT STD		XXXX			XXXX	XXXX	XXXX	XXXX	
71	THREE PREDOMINANT REASONS BREAKOUT OF LINE 70, COL 1, FOR EXCEEDING STD									

CENTRAL PROCUREMENT WORKLOADING REPORT - Continued (DARCOM-R 5-4)				AS OF DATE:		REQUIREMENT CONTROL SYMBOL DRCPP-127	
PART II - CONTRACT ADMINISTRATION							
SECTION A - PRODUCTION							
PENDING DELIVERY OR PERFORMANCE (COLUMNS a, b, c, and d)		PURCHASE ORDERS <sup>a</sup>		DELIVERY ORDERS <sup>b</sup>		ORDERS UNDER BOA <sup>c</sup>	
ACO						CONTRACTS <sup>d</sup>	
1	ON HAND	PCO					
2		PCO					
3	NUMBER	PCO					
SECTION B - CONTRACT MANAGEMENT							
		PURCHASE ORDERS <sup>a</sup>		DELIVERY ORDERS <sup>b</sup>		ORDERS UNDER BOA <sup>c</sup>	
						CONTRACTS <sup>d</sup>	
4	ON HAND	ACO					
5		PCO					
6	NUMBER	PCO					
REMARKS FOR PART II:							

CENTRAL PROCUREMENT WORKLOADING REPORT - Continued (DARCOM-R 5-4)		AS OF DATE:	REQUIREMENT CONTROL SYMBOL DRCPP-127
PART III - PROCUREMENT PERSONNEL MONTHLY UTILIZATION - (PRODUCTIVE AND NONPRODUCTIVE TIME)			
SECTION A - PROCUREMENT OPERATIONS			
	MAN-MONTHS PROCUREMENT OPERATIONS	MAN-MONTHS OVERALL MANAGEMENT	MAN-MONTHS TOTAL
1	CIVILIAN (NON-AIF)		
2	CIVILIAN (AIF)		
3	MILITARY (NON-AIF)		
4	MILITARY (AIF)		
5	CIVILIAN NON-AIF (INTERN PROGRAM)		
6	CIVILIAN AIF (INTERN PROGRAM)		
SECTION B - CONTRACT ADMINISTRATION			
	MAN-MONTHS PRODUCTION MANAGEMENT	MAN-MONTHS CONTRACT MANAGEMENT	MAN-MONTHS OVERALL MANAGEMENT
7	CIVILIAN (NON-AIF)		
8	CIVILIAN (AIF)		
9	MILITARY (NON-AIF)		
10	MILITARY (AIF)		
11	CIVILIAN NON-AIF (INTERN PROGRAM)		
12	CIVILIAN AIF (INTERN PROGRAM)		
REMARKS FOR PART III:			

Appendix B

COMPUTER INSTRUCTIONS FOR THE CENTRAL PROCUREMENT WORKLOADING REPORT  
(RCS DRCPP-127)

1. Preparation. The Central Procurement Workloading Report shall be prepared in accordance with the Commodity Command Standard System (CCSS) Functional Operational Instructions 18-715-107, Volume I, dated 20 April 1983.
2. Procedures. The reporting activities using the CCSS computer output will pass the Central Procurement Workloading Report (RCS DRCPP-127) from CCSS within 5 working days after the report closing period via AUTODIN in Centralized Automated Reporting System (CARS) format direct to LSSA for the HQ Management Information Systems (HQMIS) program. The commander of each DARCOM major subordinate command having subordinate procurement elements will review and verify the hard copy reports of their subordinate elements for key punching direct to LSSA for the HQMIS program.

## Appendix C

### DEFINITIONS

#### PART I

1. Procurement Work Directive (PWD). A PWD, excluding applicable amendments, which is forwarded to a procuring activity and intended to result in a procurement instrument being issued; e.g., a contract (such as purchase orders, orders against BOAs, delivery orders, bailments, and no cost storage agreements), and modification to contracts. Also includes procurement requests issued to a manufacturing arsenal or subordinate activity which results in an in-house "contract" being established between the buyer and seller.
2. Funded PWD. Those PWDs received bearing a citation of funds to be charged, together with a statement in writing that funds are available.
3. Unfunded PWD. Those PWDs received without a citation of funds, but are authorized to initiate solicitation of bids, proposals, or quotations, pursuant to ADARS 1-403.50.
4. Reportable PWD. A PWD is reportable upon the time it is dated as being received by the P&P Directorate. A PWD received that is latently defective, in which such defectiveness is not revealed until sometime in the "in-process" stage, will be reported the same as a regular PWD, i.e., either the defect is corrected and it proceeds to completion or transfer, or is returned as a cancellation.
5. Procurement Action. As defined in the instructions for each section of the report under Part I, Procurement Operations.
6. In-Process. A PWD which has been received, but which has not been awarded/completed, cancelled, or transferred, is "in-process." Letter contracts, letter modifications, orders under a basic ordering agreement, and other written preliminary contractual instruments shall remain "in-process" until superseded by a definitive contractual agreement. However, this does not preclude that, at any time prior to the actual definitization of preliminary contractual instruments, they cannot qualify for reporting under Part II, Contract Administration, if the situation warrants.
7. Administrative Leadtime (ALT) Section D. The measurement of calendar days commencing with the date of issuance of a procurement work directive (PWD) to the date received and accepted by the Director of Procurement as a package (funded or unfunded) adequate to initiate procurement of a requirement.
8. Procurement Administrative Leadtime (PALT). The measurement of calendar days commencing with the receipt of a procurement work directive (PWD) accepted by a Procurement and Production Directorate as a package (funded or

Appendix C--Continued

unfunded) adequate to initiate procurement of a requirement, and continues until the execution (award) of a procurement instrument.

9. Administrative Leadtime (ALT) Sections I and J. The measurement of the total calendar days defined of issuance of a procurement work directive (PWD) and continues until the execution (award) of a procurement instrument. PALT is a subset of ALT.

10. Secondary Items. End items, replacement assemblies, parts and consumables, other than principal items.

PART II

1. ACO. After contract award, functions, duties, and responsibilities related to the administration of a contract in excess of 50 percent are assigned to an ACO when the individual is not employed by the reporting activity.

2. PCO. The contracting officer of the reporting activity performing as an ACO.

3. Production. Planning actions designed to assure that purchase requirements are delivered efficiently in the quantity needed and at the time required. Includes review and identification of conditions threatening to delay or actually delaying contract delivery or performance, as well as prompt accomplishment of actions to achieve the most economical and timely solution; system support; and furnishing systems status information and engineering support on special and designated programs. Includes:

a. Developing and implementing management controls to insure identification and elimination of delinquencies.

b. Monitoring delivery progress and performing expeditious actions to cure or resolve potential or actual delinquencies. Visiting Defense Contract Administration Services (DCAS) sites and contractor's plants for on-the-spot identification and resolution of production difficulties.

c. Monitoring and coordinating manufacture of First Article.

d. Assessment of contractor's capability to accelerate delivery of critical items.

e. Aiding contractors in obtaining any assistance that may be required in performance of the contract, such as how to obtain higher priority rating under Defense Materials System (DMS).

f. Production schedules and delivery reports--the development and assembly of data, including briefings, and the preparation of RCS reports.

g. All clerical and typing activity in support of the above functions.

Appendix C--Continued

4. Contract Management. Management of assigned contracts to assure that a contractor's total performance is in accordance with his contractual commitments and that the obligations of the Government are fulfilled. This management is conducted within the framework of delegate contracting officer responsibility and authority, and includes support of buying organizations; actions required in relation to the cessation or cancellation in whole or in part, of work under a prime contract, or a subcontract, for the convenience of or at the option of the Government. Government property administration and disposal of contract inventory. Specifically includes the following:

a. All activity from the point of execution of a contract or modification or the placement of a work order upon or through another mission agency to the point of close-out of the file, including both PCO and ACO functions as assigned, but NOT including modifications regardless of nature. This entails:

(1) Post-award meetings and conferences including "start of work" conferences, inter-agency coordination conferences, milestone or review point conferences, and other meetings affecting the performance of contracts.

(2) Action on such matters as use or disposition of Government-owned/ Government-furnished property; approvals for repair or other adjustments for defective Government furnished property; approval of subcontracts; make or buy plans; security clearances; service certificates, royalty reports and patent disclosures; overtime approvals.

(3) Coordinating, adjudicating, and making required determinations resulting from disputes, claims, defective pricing actions, and other litigation. Excludes negotiation settlement.

(4) Bankruptcy cases.

(5) Termination for convenience or default. EXCLUDES negotiation settlement.

(6) Maintaining liaison with ACO at DCAS and other agencies.

(7) All required administrative actions closing out contracts, purchase orders, or delivery orders.

(8) Determining disposition of excess contractor inventory.

(9) All activity associated with processing vouchers for provisional payments.

(10) Contracting Officer's Representative activity under the authority and limitation of ADARS 1-406-51.

b. All clerical and typing activity in support of the above functions.



## Appendix D

PROCUREMENT ADMINISTRATIVE LEADTIME  
DELAY CODES AND DEFINITIONS

<u>CODE</u>	<u>DEFINITION</u>
01	Commitment authority required; indicates an unfunded PWD on which action has been suspended pending receipt of program/funding authority.
02	Additional funds required; award delayed pending receipt of additional funds.
03	Additional program authority required; indicates a funded PWD (PAA or RDTE only) which is delayed pending receipt of additional program authority.
10	Specifications and drawings not available.
11	Specifications and drawings not adequate and requires clarification.
12	Item Part Number or Stock Number in error and requires correction.
13	Preservation, packaging, packing, or marking instructions in error and requires correction.
14	First Article requirements in error and requires clarification.
15	Awaiting make-or-buy committee decision.
16	Justification for sole source procurement not adequate.
20	Solicitation closing date extended due to changes.
21	Solicitation cancelled.
22	Solicitation review board required.
23	Awaiting secretarial determination and finding.
24	Offeror protest during solicitation caused delay.
25	Proposed procurement action appealed by SBA prior to award of contract.

Appendix D -Continued

<u>CODE</u>	<u>DEFINITION</u>
26	No response to solicitation.
30	Low offeror determined non-responsible, and another pre-award survey required.
31	Contractor protest after opening of offers caused delay.
32	Mistake of bid determination delayed.
33	Acceptance of later offer determination delayed.
34	Pre-award survey required on prospective contractor.
35	Held pending receipt of certificate of competency (COC) from SBA prior to award of contract.
36	Cost and pricing data not received in time from offeror.
37	Audit of contractor cost/price data delayed.
38	Held pending approval of higher procurement authority.
39	Contract award review board required.
40	Extended period of time for negotiation required.
41	Change in requirements prior to award (awaiting clarification).
50	Program changes from higher headquarters suspended action.
51	Accelerated due to in-house performance.
52	Unrealistic target date established.
55	Excessive workload.

The proponent of this regulation is the Directorate for Procurement and Production, HQ, DARCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, DARCOM, ATTN: DRCPP-SO, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

CLAUDE M. KICKLIGHTER  
Major General, USA  
Chief of Staff

DONNA H. BARTHLE  
CPT, GS  
HQ Adjutant

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